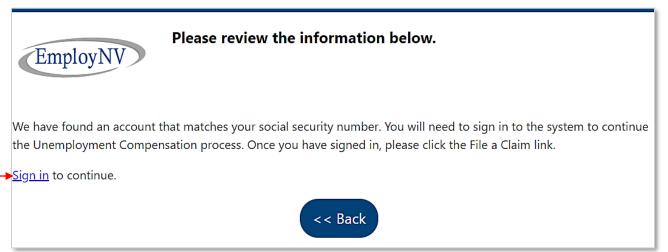


## Pandemic Unemployment Assistance (PUA) Applicants: <u>Username and Password Self-Reset</u>

Login to EmployNV using your username/password if you are an existing user. Otherwise click on the **File a PUA Claim** button to start your PUA claim. You can also click on the **File Your PUA Weekly Certification** button if you already have a PUA claim established, to file weekly claims.



If after you enter your Social Security Number (SSN) and answer the eligibility questions, you are directed to this page:



It means your information for a regular Unemployment Insurance (UI) claim from UInv has been shared with EmployNV's PUA application or you may have previously registered with a Nevada JobConnect Office.

Please click on the **Sign in** link. You will be directed to the page below:

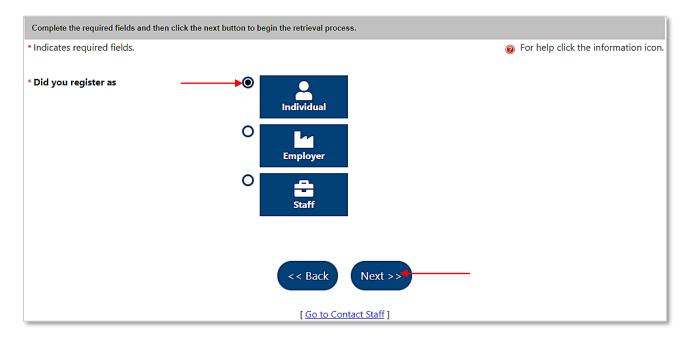


Click on the Retrieve Username or Password link. You will then, be directed to the reset page where you will have three options to choose from. Selecting option three will allow for both **username** and **password** to be reset:

Select an option to retrieve your User Name and/or Password
Option 1 - Forgot Password
If you have forgotten your password, please click <u>retrieve password</u> . You will be prompted for information about your account, and when matched, you will establish a new password then have access to your account
Option 2 - Forgot User Name
If you have forgotten your User Name, please click <u>retrieve User Name</u> . You will be prompted for information about your account, and when matched, you will establish a new password then have access to your account.
Option 3 - Forgot User Name and Password
If you have forgotten your User Name and password, please click <u>retrieve both</u> You will be prompted for information about your account, and when matched, you will establish a new password then have access to your account.

Select **Individual** from the "Did you register as" options and click the **Next** button.

• Please note, clicking the "Go to Contact Staff" link will take you to a Contact Us page where you can submit a request to have a staff person contact you. This request may take longer depending on the volume of username/password reset requests received.



You will need to enter all required fields marked with the red asterisk [\*] to obtain your username and reset your password. Keep in mind, the information used to locate your EmployNV user account is the same information used when you filed an UI claim on <u>ui.nv.gov</u>. If the information does not match you will be redirected to the **Contact Us** page to request assistance from a representative.

